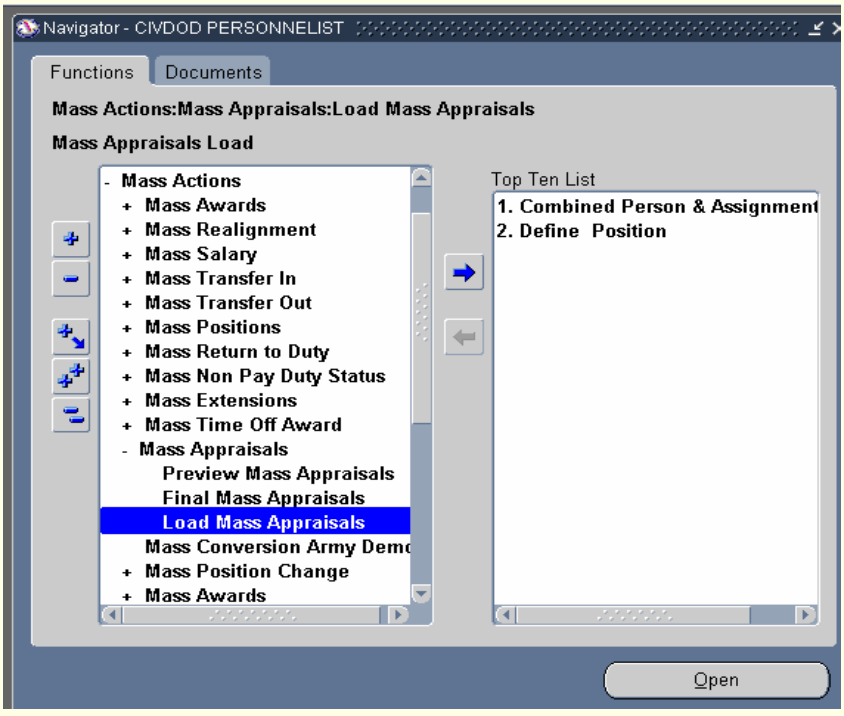
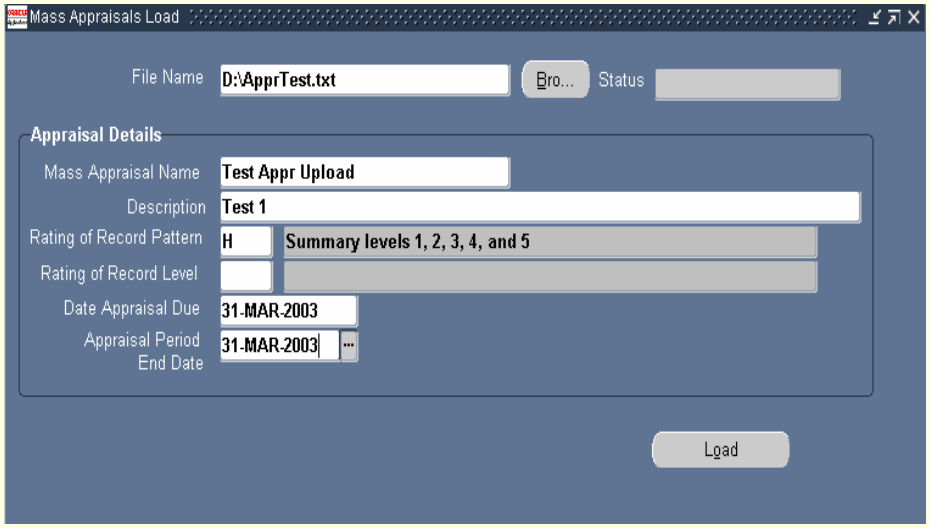
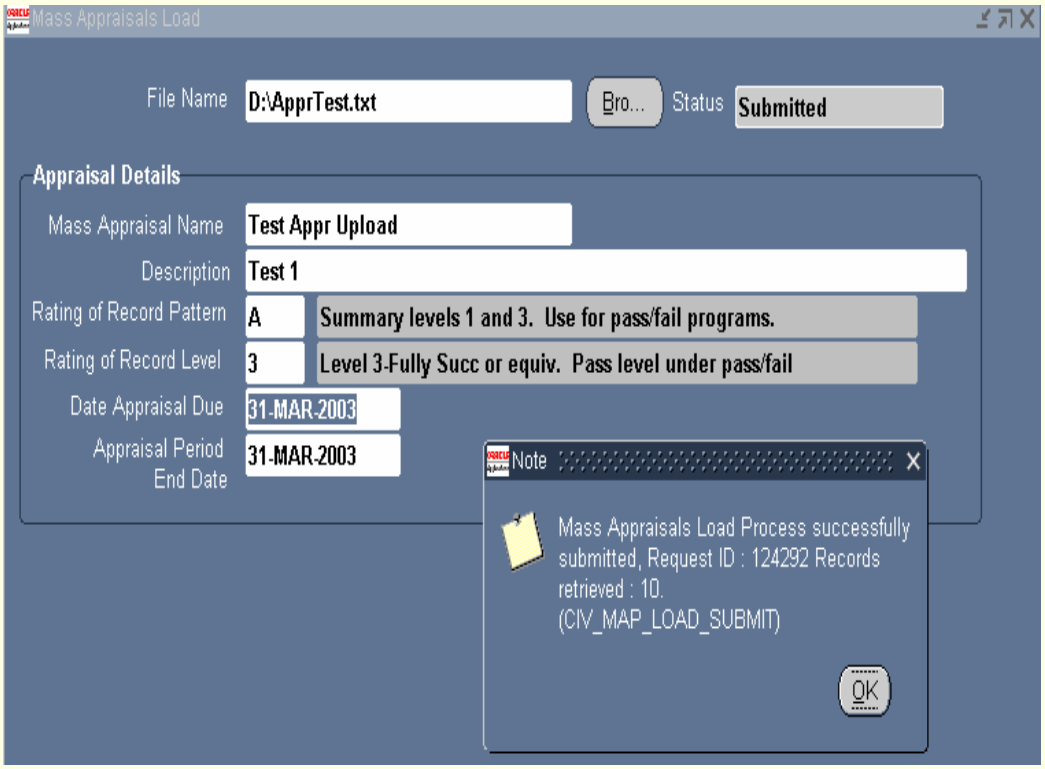
MASS APPRAISAL UPLOAD/UPDATE PROCESSES

This section outlines the steps to be taken to update appraisal information using the 'Load Mass Appraisals' process in conjunction with the Preview Mass Appraisal and/or Final Mass Appraisal processes.

STEP	ACTION
1	Copy the file containing the appraisal transactions to your hard drive noting the subdirectory you are placing it in. The appraisal file must be in the exact format as specified in **Figure 1** of this document. **Note**: Ensure there are no blank lines at the bottom of the file before loading the file.
2	Log into DCPDS as CIVDOD PERSONNELIST or US Federal HR Manager.
3 **Load Mass Appraisals**	From the Navigation List – Click on **Mass Actions → Mass Appraisals → Load Mass Appraisals → <Open>** 

4	The Mass Appraisals Load Window displays: 
5	• Click in the ***File Name*** data field and type in the complete path to your appraisal file on your hard drive (e.g., D:\ApprTest.txt) or Click on the **<Bro...>** (Browse) button to locate and load the ***File Name***. The name of the file and any subdirectories must be in the standard DOS format; therefore, ensure that they do not exceed 8 characters. You must also include the file extension in your path. **Note:** It is best to put the file in either the root directory or the Temp directory. If the path to the file is too long it may not be found.
6	• Click in the ***Mass Appraisal Name*** data field and type in an appropriate name. Make a note of the name you type in - you will use it later in the process.
7	• Click in the ***Description*** data field, enter a more detailed description of the action being taken.
8	The system supplies a default value (H) for the ***Rating of Record Pattern*** and a default value (5) for the ***Rating of Record Level***. You can change them as needed. *(For the Rating of Record Pattern, use A for Pass/Fail, H for 5 level rating system, etc.)* If the Rating of Record Level is left blank on this screen, the preview screen will auto populate this field with same value that is provided in the ASCII file for Rating of Record except for the following demonstration project records which will be populated as follows:

8 Continued	a) If the Demo Location Code = 1 or 2 (China Lake and SPAWAR) and the Rating of Record Level is blank, the Rating of Record Level in the preview screen will also be blank. Rating of Record Level is not applicable to these two Demonstration Projects. b) If the Demo Location Code = 4 (NRL) and the Rating of Record Level is blank, the Rating of Record Level in the preview screen will be populated as follows: 1) If Rating of Record = G then populate Rating of Record Level with 3 2) If Rating of Record = N then populate Rating of Record Level with 1 c) If the Demo Location Code = A (Air Force Lab Demo) and the Rating of Record Level is blank, the Rating of Record Level in the preview screen will be populated as follows: 1) If Rating of Record = A then populate Rating of Record Level with 5 2) If Rating of Record = D then populate Rating of Record Level with 4 3) If Rating of Record = G then populate Rating of Record Level with 3 4) If Rating of Record = K then populate Rating of Record Level with 2 d) If the Demo Location Code = Q (DoD Acq Demo) and the Rating of Record is blank, the Rating of Record Level in the preview screen will be populated as follows: 1) If Owning Agency = AF, NV, DD and Rating of Record = A then populate Rating of Record Level with 5 2) If Owning Agency = AF, NV, DD and Rating of Record = D then populate Rating of Record Level with 4 3) If Owning Agency = AF, NV, DD and Rating of Record = G then populate Rating of Record Level with 3 4) If Owning Agency = AF, NV, DD and Rating of Record = N then populate Rating of Record Level with 1 5) If Owning Agency = AR and Rating of Record = E then populate Rating of Record Level with 5 6) If Owning Agency = AR and Rating of Record = H then populate Rating of Record Level with 4 7) If Owning Agency = AR and Rating of Record = L then populate Rating of Record Level with 3 8) If Owning Agency = AR and Rating of Record = U then populate Rating of Record Level with 1 e) If the Demo Location Code = R (Army Lab Demo) and the Rating of Record Level is blank, the Rating of Record Level in the preview screen will be populated as follows: 1) If Rating of Record = E then populate Rating of Record Level with 5 2) If Rating of Record = H then populate Rating of Record Level with 4 3) If Rating of Record = L then populate Rating of Record Level with 3 4) If Rating of Record = U then populate Rating of Record Level with 1

9	• Type in the ***Date Appraisal Due*** and the ***Appraisal Period End Date***. **Note:** *When the appraisal is processed, the Performance Salary on the Salary Award DDF under Extra Information on People/Enter and Maintain is generated based on the business rules for your component.*
10	• Click the **Save** button on the Toolbar to save the record.
11	• Click on the **<Load>** button in the lower right corner of the screen.
12	A pop-up message will display providing you with the Request ID number and the number of records that processed. • Click **<OK>**. 

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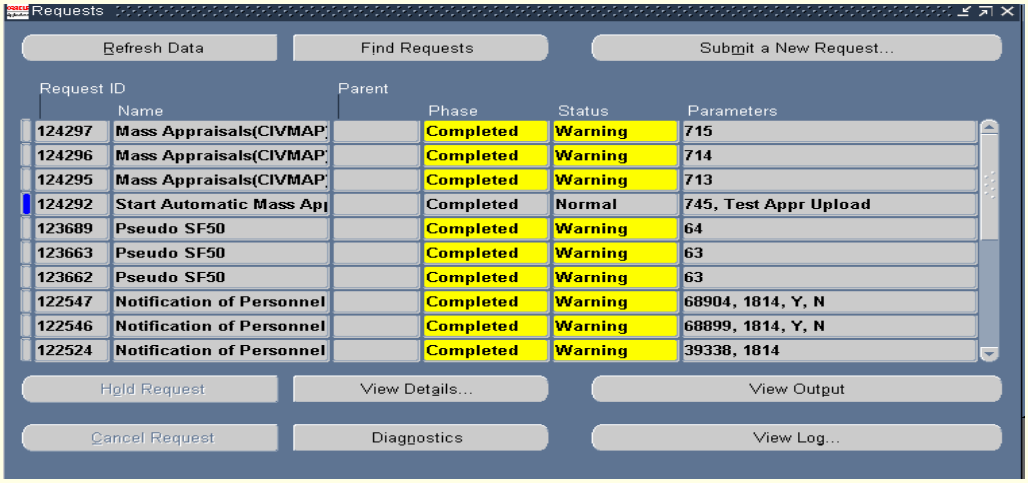
To check the status of the load process:

- From the Main Menu Bar - Click on ***View → Requests***.
- The Find Requests Window displays – Click **<Find>**.
- The Requests Window displays – You can Click the **<Refresh Data>** button to re-query checking for the "Phase" to reflect "Completed".

Note: Depending on how many organizations you have in your file this may take a little time. When your original job ID says "Completed", all requests are completed.



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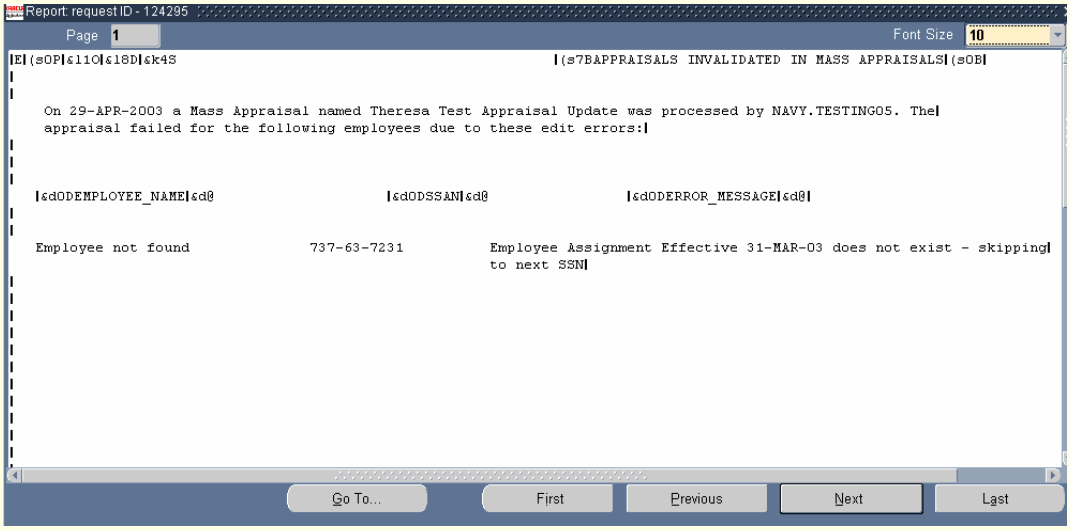
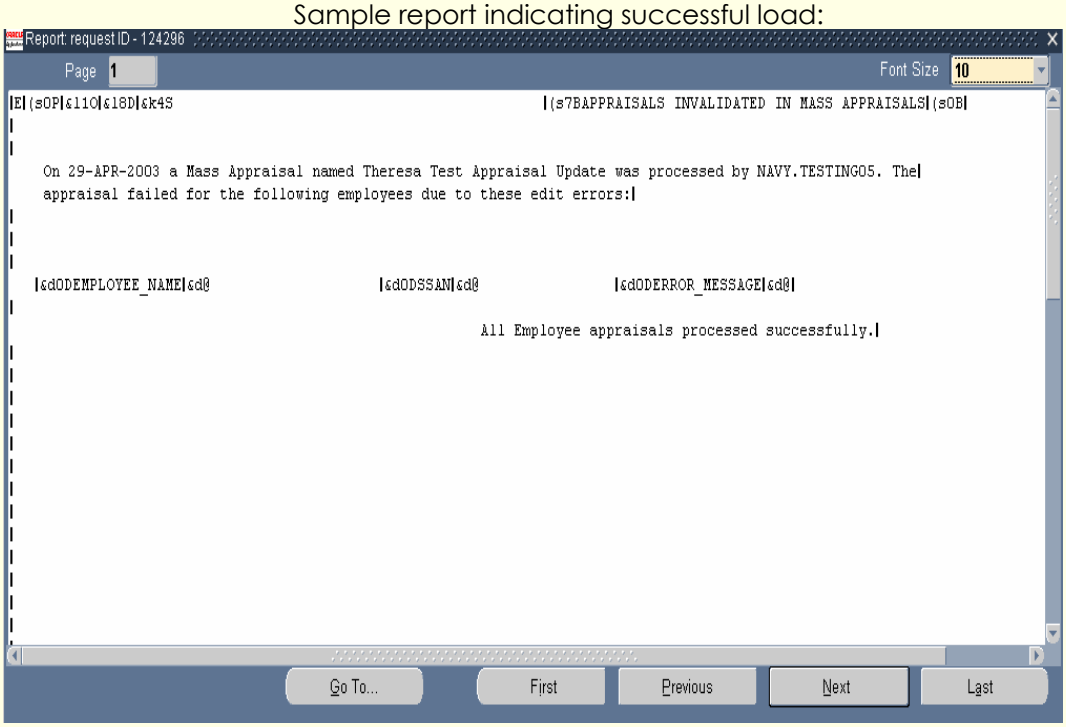
- Click on the **<View Output>** button to review the reports generated.

Note: You will receive a report listing any records that could not be loaded (i.e., the employee did not have an assignment as of the effective date of the appraisal) as well as a report indicating successful loading of records for each Organization included in your file.



14 Continued

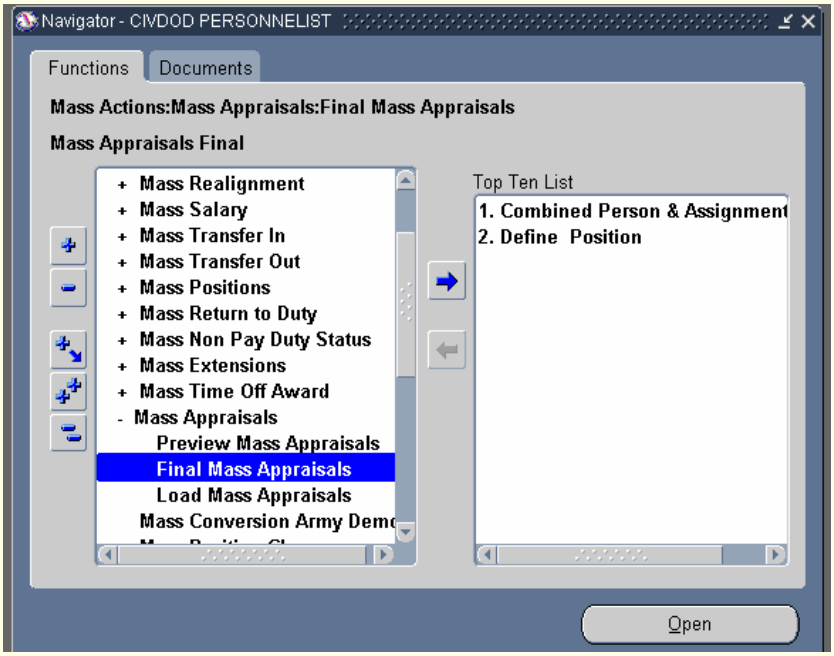
Sample report indicating successful load:



15 **Final Mass Appraisals**

From the Navigation List – Click on **Mass Actions → Mass Appraisals → Final Mass Appraisals → <Open>**

Note: Ensure that the "Phase" reflects "Completed" for your "Start Automatic Mass Appraisal Load Process" entry before proceeding with these steps.



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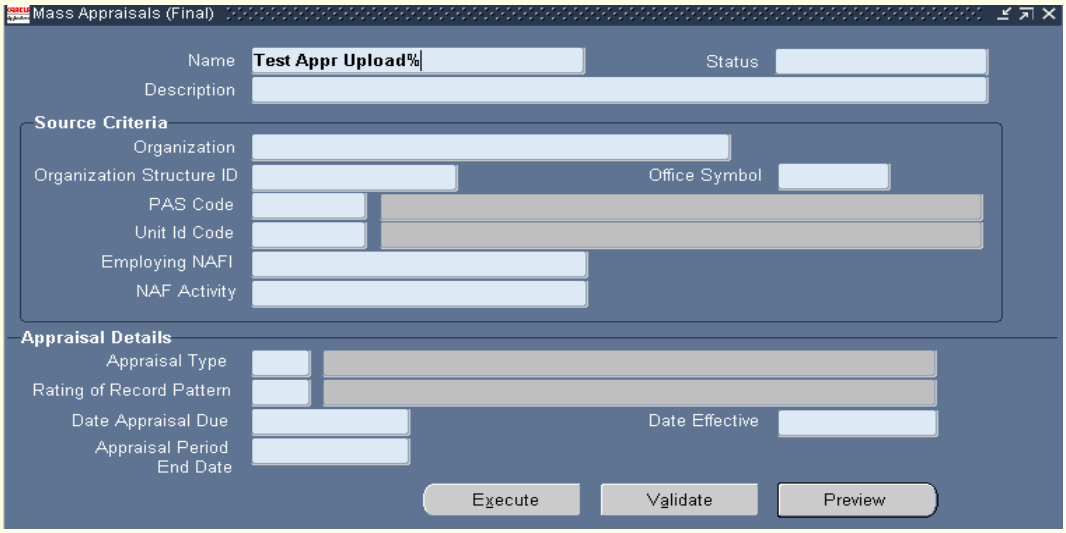
The Mass Appraisals (Final) Window will display.

- Press F11 and then type in the name of the load you provided in step 6 above followed by the wildcard character (%) and press Ctrl F11 to execute the query.



Note: If your upload file contains employees from different organizations, the system will append a number after the name you provided in step 6 above for each of the various organizations (i.e., "Test Appr Update (Org 1)", "Test Appr Update (Org 2)", etc.). By adding the % sign after the name, you are assured of finding all organizations that require appraisal processing as a result of your upload. The following step will need to be followed for each organization.

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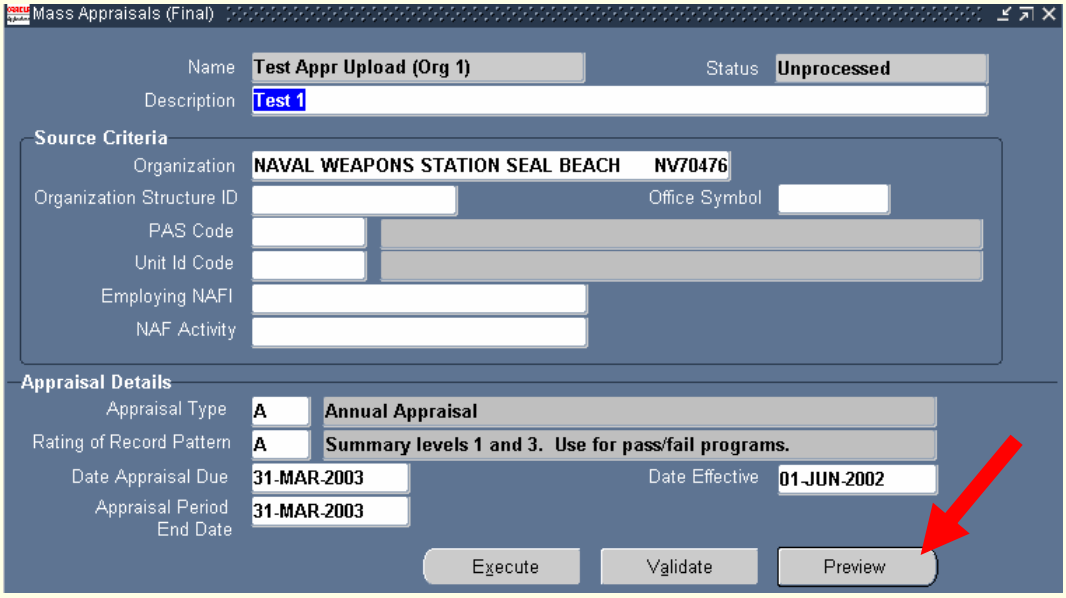
- Click the **<Preview>** button to make sure the right records are selected and they have the correct data in them.



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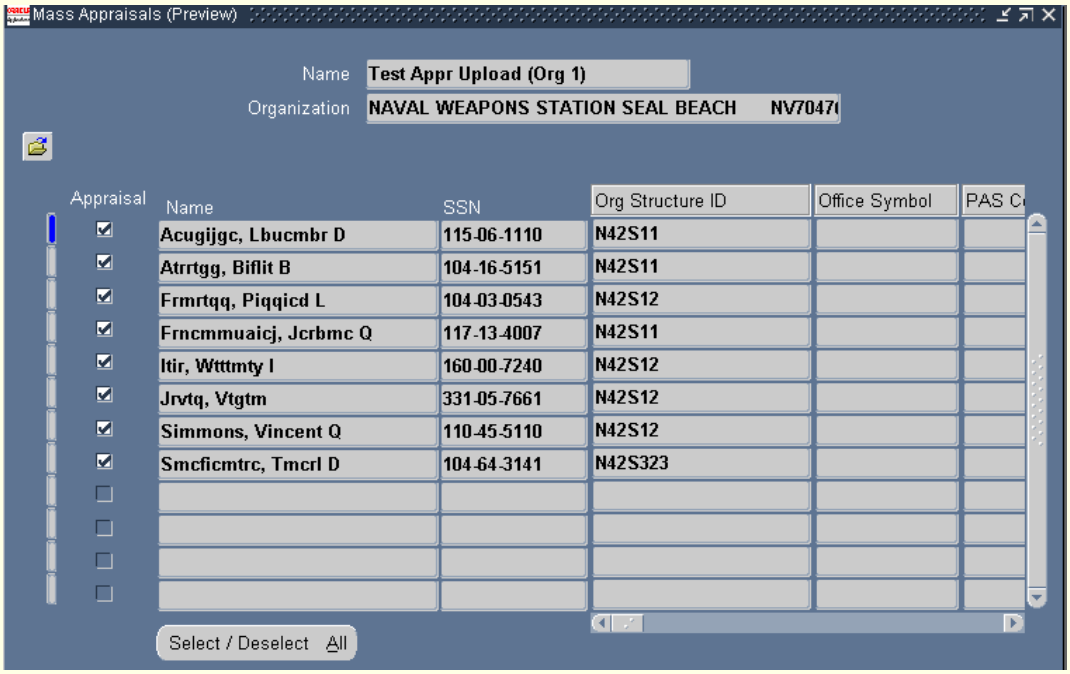
Note: To quickly identify all records selected for update:

- Press **F11** to place you in query mode, click the ☑ under the Appraisal column to deselect it and then re-click it to select it again.
- Press **Ctrl F11** to execute the query. Your list now will only have employees who were included in the load process



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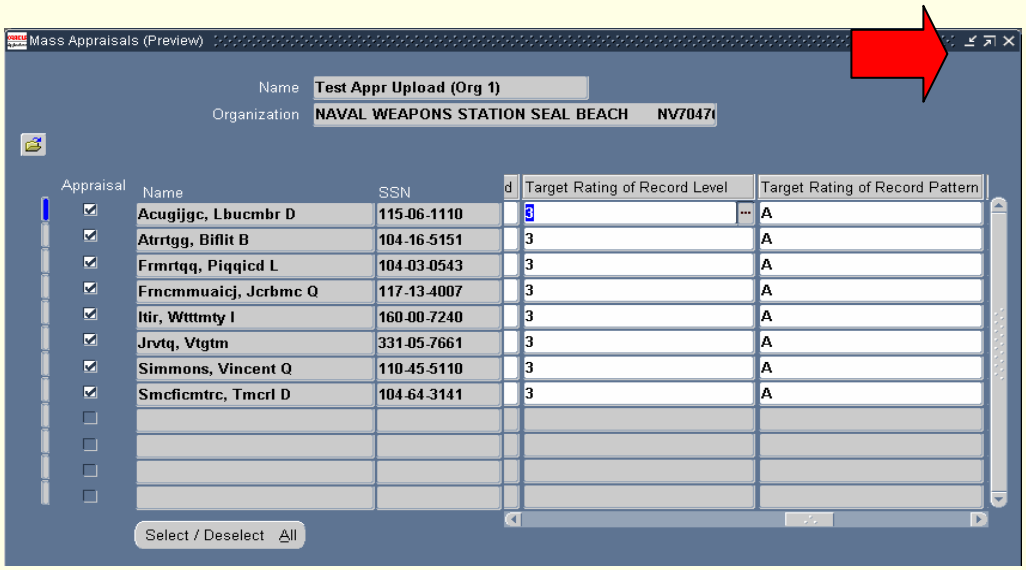
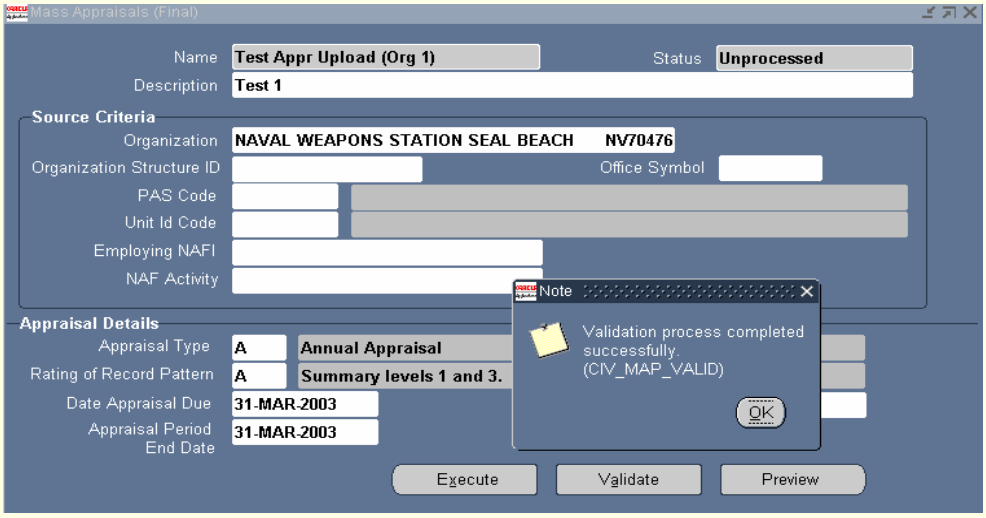
Notes: When you completed the form for the Load Mass Appraisals, you provided a default value for Rating of Record Level.

This value will need to be changed for employees whose Target Rating of Record Level doe not match the default value.

To quickly identify and update these records, navigate to the Preview screen and use the **F11/Ctrl F11** query function to identify the records based on their value in the Target Rating of Record column.

Update the Target Rating of Record Level value on each employee that needs changing.

Save your changes. Once all changes are made, exit this screen.

20	• Change Rating of Record Level and/or Rating of Record Pattern if required. Preview other data fields as well to ensure data was correct in your file; i.e., Date Effective, etc. • Click Save. • Close the preview screen by clicking on the "X" in the upper right hand corner of the form. 
21	• Click the **<Validate>** button. If there are errors navigate to ***View → Requests*** and review the error report that is generated and make any necessary corrections. 

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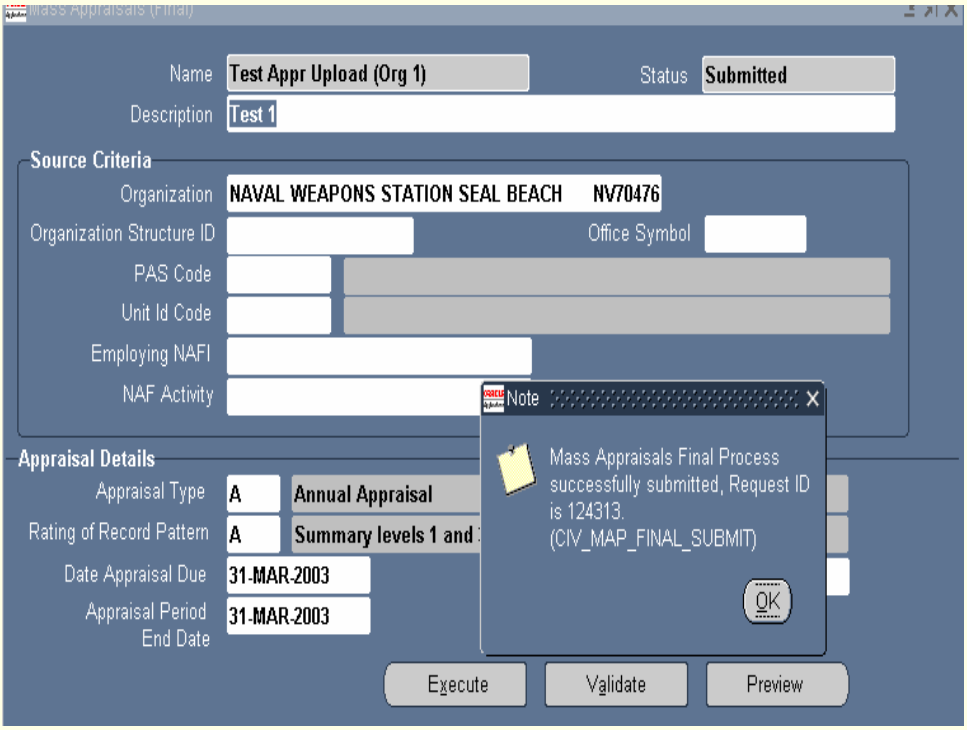
- Once corrected or if there are no errors - Click the **<Execute>** button. You will receive a message providing the Request ID.



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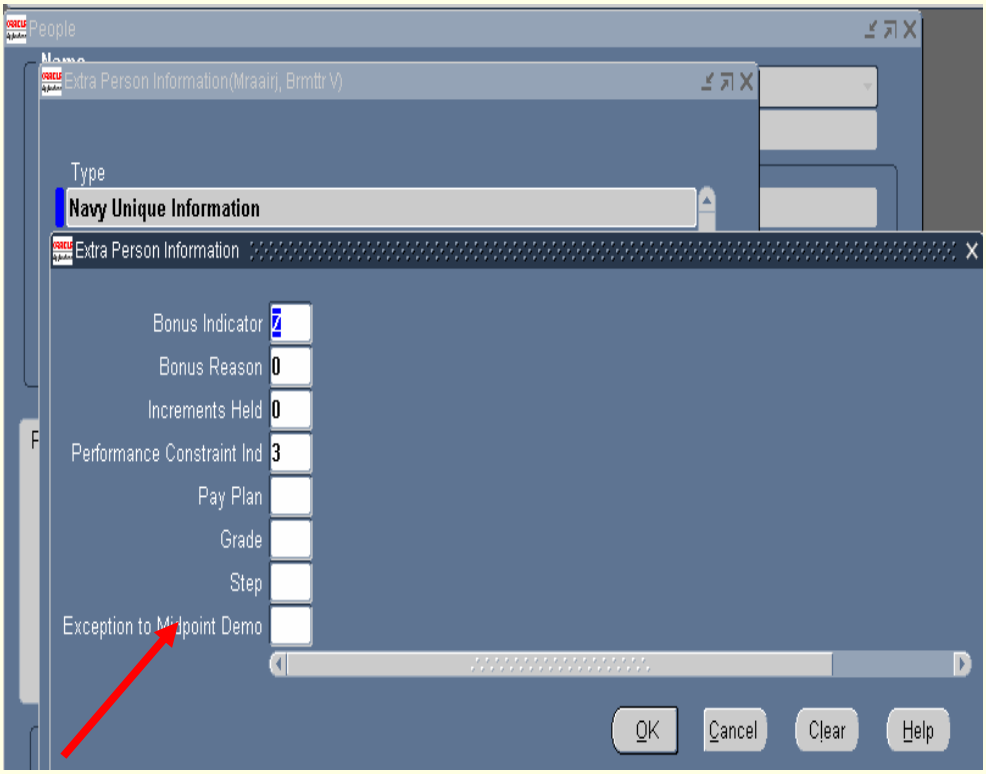
After the process has completed successfully, examine the employee's records to verify they were updated with the right information.

You will need to look in the specific Demonstration Project Appraisal SIT and in the "US Fed Perf Appraisal" SIT to verify the updates.

The demo appraisal SITs are:

Demonstration Project	Special Information Type
China Lake	Appr – China Lake Demo
DoD Acquisition	Appr – DoD Acquisition Demo
NRL	Appr – Naval Research Lab Demo
SPAWAR	Appr – Space Nav Warfare Demo
Warfare	Appr – Warfare Center Demo
Air Force Lab Demo	Appr – Air Force Lab Demo
Army Lab Demo	Appr – Army Lab Demo

24	In addition to checking the appraisal SITs, For **China Lake** also verify *Bonus Indicator* and *Bonus Reason*, if applicable, was loaded correctly to the Navy Unique Information SIT. • From the Navigation List – Click on ***People → Enter and Maintain → Extra Information → Navy Unique Information***



For SPAWAR also verify the *Exception to Midpoint Demo* was updated correctly.

Figure 1. APPRAISAL ASCII File Record Layout

Maximum Field Length	Value
11	SSN (Format 999-99-9999)
	Comma Delimiter
11	APPR_DATE_EFFECTIVE (Format: DD-MMM-YYYY)
	Comma Delimiter
1	RATING_OF_RECORD *(Must be numeric for AF)*
	Comma Delimiter
1	APPRAISAL_TYPE *(A=Annual)*
	Comma Delimiter
1	BONUS_INDICATOR (Navy Unique Data)
	Comma Delimiter
1	BONUS_REASON (Navy Unique Data)
	Comma Delimiter
1	FACTOR1 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR2 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR3 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR4 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR5 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR6 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR7 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR8 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR9 (Air Force Unique Data)
	Comma Delimiter
1	DEMO_LOCATION_CODE
	Comma Delimiter
1	EXCEPTION TO MIDPOINT

Note: Ensure there are no blank lines at the bottom of the file before loading the file.

For Air Force: FACTOR1 through FACTOR9 are concatenated (combined) into one field when updated to DCPDS. The Comma Delimiters between these factors are not mandatory; these factors will load correctly with or without the commas between FACTOR1 through FACTOR9.
Ensure all nine factors are input as required.

Sample Appraisal File Layouts
Non Demonstration Project

Air Force:

```
123-99-9999,01-JUN-2003,4,A,,,9,9,9,9,9,9,9,9,9
     OR
123-99-9999,01-JUN-2003,4,A,,,999999999
```

Air Force – GS-15 (Performance Factors excluded):

```
234-56-7890,01-JUN-2003,3,A
```

All Other Components:

```
345-67-8901,01-JUN-2003,3,A
```

Sample Appraisal File Layouts
Demonstration Projects

DoD Acq Demo (Air Force):

```
123-99-9999,01-JUN-2003,D,L,,,9,9,9,9,9,9,9,9,9,Q
     OR
123-99-9999,01-JUN-2003,D,L,,,999999999,Q
```

DoD Acq Demo (Non Air Force):

```
123-99-9999,01-JUN-2003,D,L,,,,,,,,,,,Q
```

Navy – China Lake:

```
123-99-9999,01-JUN-2003,A,A,J,1,,,,,,,,,,1
```

Navy – SPAWAR:

```
123-99-9999,01-JUN-2003,D,A,,,,,,,,,,,2,N
```

Navy – Warfare:

```
123-99-9999,01-JUN-2003,3,A,,,,,,,,,,,3
```

Navy – NRL:

```
123-99-9999,01-JUN-2003,G,A,,,,,,,,,,,4
```

Air Force Lab Demo:

```
123-99-9999,01-JUN-2003,D,A,,,9,9,9,9,9,9,9,9,9,A
     OR
123-99-9999,01-JUN-2003,D,A,,,999999999,A
```

Army Lab Demo:

```
123-99-9999,01-JUN-2003,H,L,,,,,,,,,,,R
```